


Department of the Army
First Region (ROTC)
United States Army Cadet Command
Fort Bragg, North Carolina 28310-5000

FRMOI 672-20
7 February 2002

Decorations, Awards, and Honors
CIVILIAN INCENTIVE AWARDS

FOR THE COMMANDER:



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PROPONENT: The proponent of this publication is Administrative Services Branch, Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PAA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSON: This FRMOI supersedes FRMOI 672-20, 22 Oct 01.

APPENDIX A: Awards for DoD Civilian Employees (page 4)
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DISTRIBUTION: A; D; J; S
Distribution codes used are explained in FRMOI 25-1.

This document is available on the First Region (ROTC) Web site at:
www.rotc1.bragg.army.mil

1. Purpose. This FRMOI provides approval authority and guidance on the Civilian Awards Program.

2. References:

- a. AR 672-20
- b. AR 690-400
- c. CC Reg 672-5-1
- d. FRFG DA 1256

3. Applicability. This document is applicable to all organizational elements of this region.

4. General.

a. The goal of the Civilian Awards Program is to foster mission accomplishment by recognizing excellence and motivating personnel to high levels of performance and service.

b. AR 672-20 provides the Department of the Army regulatory guidance pertaining to the program. Commanders and supervisors should review and be familiar with its provisions.

c. Awards are **NOT** mandatory but may be initiated by management when applicable criteria is met. Supervisors and nominating officials have the responsibility to all employees and other deserving personnel to identify and properly reward those whose achievement and performance are truly exceptional.

d. Personnel should never be informed that they are under consideration for or have been nominated for any award. Such action may create serious morale problems, if the award is not approved.

5. Approval Authority. Approval authority for civilian awards is outlined in appendices to this document.

6. Monetary Awards. Monetary Awards are awarded to DoD civilian employees in recognition of outstanding performance and achievement. Awards may be given at any time during the individual's career, provided the accomplishments fully meet the criteria for the particular award. An exception is the Quality Step Increase (QSI), that may only be awarded for a rating of Successful Level 1 on the annual performance evaluation or a Monetary Performance Award which may be awarded in conjunction with the annual performance civilian evaluation. Approving official for monetary award **MUST** be at a level higher than the individual who recommended the award. The exception to this rule is that region and brigade commanders may recommend and approve monetary awards for their staff. The following awards require the issuance of a Notification of Personnel Action by the servicing Civilian Personnel Operations Center (CPOC) prior to being official, nominating documents **MUST** be forwarded to Headquarters, First Region (ROTC), ATTN: ATOA-PAA, for preparation of request for personnel action.

- (1) Quality Step Increase
- (2) Monetary Performance Award
- (3) Monetary Special Act or Service Award
- (4) On-the-Spot Cash Award
- (5) Time Off Award

7. Honorary Awards. Honorary awards are presented to DoD civilian employees in recognition of outstanding performance and achievement. Awards may be given at any time during the

individual's career, including occasions such as retirement, reassignment, transfer, separation, or completion of a special assignment or project, provided the accomplishments fully meet the criteria for the particular award.

8. Public Service Awards. Public Service Awards are presented to civilians not employed by the Army or Army contractors in recognition of service which supports the ROTC program. Awards may be given at any time provided the accomplishments fully meet the criteria for the particular award.

9. Certificates. Unless otherwise noted, the approval authority will prepare and sign the certificates. Certificates may be requisitioned through normal forms supply points. Copy of signed certificate and approved award recommendation will be forwarded to Headquarters, First Region (ROTC), ATTN: ATOA-PAA.

10. Budget.

a. Each fiscal year US Army Cadet Command will allocate the civilian awards budget to brigade commanders. Brigade Commanders are the approving official for monetary awards for civilian employees assigned to their brigade. Approving officials **WILL NOT** exceed their allocated budget.

b. First Region (ROTC) Resource Management Division will allocate the civilian awards budget to division chiefs and special staff officers who are the approving officials for monetary awards for civilian employees of Headquarters, First Region (ROTC). Approving officials **WILL NOT** exceed their allocated budget.

11. Nominations for civilian awards.

a. Except as noted in paragraph 11b below, civilian award nominations will be submitted on DA Form 1256. This form may be prepared electronically utilizing FormFlow software. Guidance on the preparation of the DA Form 1256 is available in FRFG DA 1256.

b. Nominations for monetary Performance Awards and Quality Step Increases for DA civilian employees will be submitted on a copy of the completed annual performance evaluation, DA Form 7222 or DA Form 7223.

12. AR 672-20 requires records of awards to be maintained in order to monitor the civilian awards program. Copies of ALL nominations packets and approved awards with signed certificates will be forwarded to First Region (ROTC), ATTN: ATOA-PAA, for central filing and reporting.

13. Sequence of honorary awards recognition. Awards should follow a progressive sequence, except under circumstances where the contribution is so extraordinary that recognition with a lesser award would be insufficient. Deserving personnel should receive timely recognition using the full range of available civilian awards. Where awards do not follow the progressive sequence justification **MUST** be provided.

AWARDS FOR DoD CIVILIAN EMPLOYEES

1. Monetary:

a. **Quality Step Increase (QSI)**

(1) Eligibility.

(a) Only DoD employees rated Successful Level 1 for the current rating period are eligible to receive the QSI.

(b) An employee may not receive more than one QSI in any 52 week period.

(c) An employee may not receive a QSI if the employee has received a Performance Award based in whole or in part on the performance being recommended for recognition.

(d) The nomination will be submitted within 30 days of approval of the rating of record.

(e) The recommendation for QSI will be submitted by completing Part III on a copy of completed DA Form 7222 or 7223.

(2) Approval Authority - Region/Brigade Commander, Division Chief/Special Staff Officer. The approving official MUST be at a level higher than the nominating individual. Remember, monetary awards are NOT official until issuance of a notification of personnel action by the servicing Civilian Personnel Operation Center. Region and brigade commanders may be nominating and approving officials for award recommendations for members of their staff.

(3) Department of the Army Commendation Certificate (DA Form 2443) may be issued with a Quality Step Increase. The use of the certificate is optional.

b. **Performance Award**

(1) Eligibility.

(a) DoD employees rated at Successful Level 3 or higher for the current rating period are eligible to receive a Performance Award.

(b) Organizational accomplishments, including the employee's overall contributions to mission accomplishment, should be the major consideration when recommending or approving Performance Awards.

(c) The nomination will be submitted within 30 days of approval of the rating of record.

(d) The recommendation for Performance Award will be submitted by completing Part III on a copy of completed DA Form 7222 or 7223.

(2) Approval Authority - Region/Brigade Commander, Division Chief/Special Staff Officer. The approving official **MUST** be at a level higher than the nominating individual. Remember monetary awards are **NOT** official until issuance of notification of personnel action by the servicing Civilian Personnel Operation Center.

(3) Department of the Army Commendation Certificate (DA Form 2443) may be issued with a Performance Award. The use of the certificate is optional.

c. Time Off Award (TOA)

(1) Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. The TOA in excess of forty hours per leave year must be approved by the Commander, First Region (ROTC). The TOA may be used alone or in combination with monetary or honorary awards to recognize the same kind of employee contributions.

(a) Contributions must directly support the Army mission or result in benefits to the Government. The extent of the contribution will be considered when determining the amount of time off that is approved.

(b) The TOA may be granted in amounts up to 40 hours for a single contribution. The TOA must be scheduled and used within one year of the approval date. A TOA does **NOT** convert to a cash payment under any circumstances.

(c) TOA will be given in increments of no less than one hour.

(d) A Notification of Personnel Action will be issued by the servicing Civilian Personnel Operations Center prior to the employee being granted time off.

(e) For awards of more than one day off, the criteria in Table 7-3, AR 672-20, will be used to determine the amount of time off.

(2) Approval Authority.

(a) Up to one day - immediate supervisor.

(b) Forty hours or less - Region/Brigade/Battalion Commander, Division Chief/Special Staff Officer.

(c) In excess of forty to eighty hours per leave year - Commander, First Region (ROTC).

d. On-the-Spot Cash Award (OTS)

(1) May be granted for day-to-day accomplishments of employees. When the award is made for accomplishment within job responsibilities, the act or service must exceed normal expectations.

(2) Approval Authority - Region/Brigade Commander, Division Chief/Special Staff Officer. The approving official MUST be at a level higher than the nominating individual. The only exception is that the region and brigade commander may nominate and approve monetary awards for members of their staff. Remember, monetary awards are NOT official until issuance of a notification of personnel action by the servicing Civilian Personnel Operation Center.

(3) On-the Spot Cash award may be granted in increments of \$25.00 to \$500.00.

e. Special Act or Service Award

(1) The award is given to recognize a meritorious personal effort, act, service, or other achievement within or outside assigned job responsibilities.

(a) The act, service, or achievement MUST result in either tangible or intangible benefits or both to the Government.

(b) When an award is made for an accomplishment within job responsibilities, the act or service must significantly exceed normal expectations.

(c) This award is NOT to be used as a substitute for other personnel actions, pay entitlements, or other forms of recognition.

(d) The act or service to be recognized must not have served either in whole or in part as the basis for a previous cash award.

(e) Award amounts will be determined using the cash award criteria for tangible or intangible benefits listed in Tables 7-1 and 7-2, AR 672-20. Remember, monetary awards are NOT official until issuance of a notification of personnel action by the servicing Civilian Personnel Operation Center.

(2) Approval Authority - Region/Brigade Commander.

(3) Department of the Army Commendation Certificate (DA Form 2443), the use of the certificate is optional.

2. Honorary

a. Department of the Army Certificate of Promotion

(1) Presented to DoD civilian employees upon promotion to a higher grade.

(2) Approval Authority - First Region (ROTC) Commander.

(3) Certificate (DA Form 4592).

(4) Headquarters, First Region (ROTC), Administrative Services Branch, will prepare the certificate upon official notification of promotion. The completed certificate will be forwarded to the employee's assigned unit for presentation.

b. First Region (ROTC) Certificate of Appreciation

(1) Awarded to civilian employee to express appreciation for services when a higher level award is not appropriate.

(2) Approval Authority - Region/Brigade/Battalion Commander.

(3) Certificate (FR Form 11). An electronic version of this certificate is available on the First Region (ROTC) Web site, Publications and Forms, Electronic Forms page.

c. First Region (ROTC) Certificate of Achievement

(1) Awarded for meritorious achievement when a higher level award is not appropriate.

(2) Approval Authority - Region/Brigade/Battalion Commander.

(3) Certificate (FR Form 12). An electronic version of this certificate is available on the First Region (ROTC) Web site, Publications and Forms, Electronic Forms page.

d. Department of the Army Certificate of Appreciation

(1) Used to recognize service or achievements when a monetary or higher level honorary award is not appropriate.

(2) Approval Authority - Region/Brigade/Battalion Commander.

(3) Certificate (DA Form 7013).

e. Department of the Army Commendation Certificate

(1) May be given on the occasion of a cash award. The use of the form is optional.

(2) Approval Authority - Region/Brigade Commander.

(3) Certificate (DA Form 2443).

f. Department of the Army Certificate of Achievement

(1) Awarded to civilian employees for:

(a) Accomplishing assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods and procedures or both, causing a savings of manpower, time, space, or materials.

(b) Significantly improving employee morale and job performance.

(c) Demonstrating personal diligence or initiative which was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

(2) Approval Authority - Region/Brigade/Battalion Commander.

(3) Certificate (DA Form 2442).

g. Civilian Award for Humanitarian Service

(1) Awarded to individuals who distinguish themselves by meritorious direct “hands-on” participation in an act or operation of a humanitarian nature.

(2) Approval Authority - TRADOC Commander.

(3) Certificate (DA Form 5652), medal, and lapel button.

h. Certificate of Appreciation for Patriotic Civilian Service

(1) Awarded to recognize patriotic civilian service that contributes to the mission or the welfare of Army personnel. The award is granted for service not related to official position. Services provided must reflect off-duty activities of a patriotic nature.

(2) Approval Authority - Region/Brigade/Battalion Commander.

(3) Certificate (DA Form 7012) and lapel button.

i. Achievement Medal for Civilian Service

(1) Awarded for noteworthy achievements that are of a lesser degree than those recognized by the Commander’s Award for Civilian Service. The award is equivalent to the Army Achievement Medal awarded to military personnel.

(2) Approval Authority - Region/Brigade/Battalion Commander.

(3) Certificate (DA Form 5654), medal, and lapel button.

j. Commander’s Award for Civilian Service

(1) Awarded to employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary awards. Nominations will reflect service or achievements of a lesser degree than recognized by the Superior Civilian Service Award. The award is equivalent to the Army Commendation Medal awarded to military personnel. Eligibility will be determined by measuring contributions against the following:

(a) Accomplishing duties in an outstanding manner, setting an example of achievement for others to follow.

(b) Demonstrating initiative and skill in devising new or improved equipment, work methods and procedures.

(c) Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.

(d) Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.

(e) Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the Government or its personnel.

(2) Approval Authority - Region/Brigade Commander.

(3) Certificate (DA Form 4689), medal, and lapel button.

k. Superior Civilian Service Award

(1) Awarded to reflect superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service Award. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary awards, may be considered for this award. The award is equivalent to the Meritorious Service Medal awarded to military personnel.

(2) Approval Authority - Cadet Command Commander.

(3) Certificate (DA Form 5655), medal, and lapel button.

l. Meritorious Civilian Service Award

(1) Awarded to employees who have established a pattern of excellence, normally demonstrated by the receipt of lower level awards. The award is equivalent to the Legion of Merit awarded to military personnel. Eligibility will be determined by measuring contributions against the following:

(a) Accomplishing duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quantity and quality of their work.

(b) Demonstrating unusual initiative and skill in devising new and improved equipment, work methods, and procedures.

(c) Achieving outstanding results in improving the morale and performance of employees.

(d) Exhibiting unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.

(e) Rendered professional or public relations service of a unique or distinctive character.

(2) Approval Authority - TRADOC Commander.

(3) Certificate (DA Form 7015), medal, and lapel button.

PUBLIC SERVICE AWARDS

1. First Region (ROTC) Certificate of Appreciation

- a. Awarded to express the appreciation of the command for services when a higher level award is not appropriate.
- b. Approval Authority - First Region (ROTC) Commander.
- c. Certificate (FR Form 11). An electronic version of this certificate is available on the First Region (ROTC) Web site, Publications and Forms, Electronic Forms page.

2. First Region (ROTC) Certificate of Achievement

- a. Awarded for meritorious achievement when a higher level award is not appropriate.
- b. Approval Authority - First Region (ROTC) Commander.
- c. Certificate (FR Form 12). An electronic version of this certificate is available on the First Region (ROTC) Web site, Publications and Forms, Electronic Forms page.

3. Department of the Army Certificate of Appreciation

- a. Used to recognize accomplishments when higher level honorary award is not appropriate
- b. Approval Authority - Region/Brigade/Battalion Commander.
- c. Certificate (DA Form 7013).

4. Civilian Award for Humanitarian Service

- a. Awarded to individuals who performed significant humanitarian actions, deeds, or achievements.
- b. Approval Authority - TRADOC Commander.
- c. Certificate (DA Form 5652), medal, and lapel button.

5. Certificate of Appreciation for Patriotic Civilian Service

- a. Awarded to recognize patriotic civilian service that contributes to the mission or the welfare of Army personnel.
- b. Approval Authority - Region/Brigade/Battalion Commander.
- c. Certificate (DA Form 7012) and lapel button.

6. Commander's Award for Public Service

a. Awarded to recognize service or achievements that contribute significantly to the accomplishments of the mission

b. Approval Authority - Region/Brigade Commander.

c. Certificate (DA Form 5231), medal, and lapel button.

7. Outstanding Civilian Service Award

a. Awarded to recognize outstanding service that makes a substantial contribution or is of significance to the command.

b. Approval Authority - Cadet Command Commander.

c. Certificate (DA Form 7017), medal, and lapel button.

INCENTIVE AWARD APPROVAL AUTHORITY

| AWARD | APPROVING AUTHORITY |
|---|---|
| DA Certificate of Promotion | Commander, First Region (ROTC) |
| First Region Certificate of Appreciation | Commander, First Region (ROTC) Brigade/Battalion Commander |
| First Region Certificate of Achievement | Commander, First Region (ROTC) Brigade/Battalion Commander |
| DA Certificate of Appreciation | Commander, First Region (ROTC) Brigade/Battalion Commander |
| DA Commendation Certificate (option with cash awards) | Commander, First Region (ROTC) Brigade/Battalion Commander |
| DA Certificate of Achievement | Commander, First Region (ROTC) Brigade/Battalion Commander |
| Civilian Award for Humanitarian Service | Commander, TRADOC |
| Certificate of Appreciation for Patriotic Civilian Service | Commander, First Region (ROTC) Brigade/Battalion Commander |
| Achievement Medal for Civilian Service | Commander, First Region (ROTC) Brigade/Battalion Commander |
| Commander's Award for Civilian Service | Commander, First Region (ROTC) Brigade Commander |
| Superior Civilian Service Award | Commander, Cadet Command |
| Meritorious Civilian Service Award | Commander, TRADOC |
| Quality Step Increase (QSI) | Commander, First Region (ROTC) Brigade Commander, Division Chief/Special Staff Officer |
| Performance Award | Commander, First Region (ROTC) Brigade Commanders, Division Chief/Special Staff Officer |
| Time Off Award (TOA) - 1 day or less | Immediate Supervisor |
| Time Off Award (TOA) - 40 hours or less | Brigade/Battalion Commander, Division Chief/Special Staff Officer |
| Time Off Award (TOA) - in excess of 40 hours per leave year. | Commander, First Region (ROTC) |
| Special Act or Service | Commander, First Region (ROTC) |
| On-the-Spot-Cash Award (OTS) | Commander, Brigade, Division Chief/Special Staff Officer |
| Commander's Award for Public Service | Commander, First Region (ROTC) Brigade Commander |
| Outstanding Civilian Service Award | Commander, Cadet Command |

AWARD FSN/CERTIFICATE FORM NUMBER

| AWARD | AWARD FSN | CERTIFICATE FORM NUMBER |
|---|----------------------|--|
| DA Certificate of Promotion | N/A | DA Form 4592 |
| First Region Certificate of Appreciation | N/A | FR Form 11 |
| First Region Certificate of Achievement | N/A | FR Form 12 |
| DA Certificate of Appreciation | N/A | DA Form 7013 |
| DA Commendation Certificate | N/A | DA Form 2443 |
| DA Certificate of Achievement | N/A | DA Form 2442 |
| Civilian Award for Humanitarian Service | 8455012702919 | DA Form 5652 |
| Certificate of Appreciation for Patriotic Civilian Service | 8455002654886 | DA Form 7012 |
| Achievement Medal for Civilian Service | 8455012769488 | DA Form 5654 |
| Commander's Award for Civilian Service | 8455010408180 | DA Form 4689 |
| Superior Civilian Service Award | 8455012769489 | DA Form 5655 |
| Meritorious Civilian Service Award | 8455013484144 | DA Form 7015 |
| Quality Step Increase (QSI) | N/A | N/A |
| Performance Award | N/A | N/A |
| Time Off Award (TOA) | N/A | N/A |
| Special Act or Service | N/A | N/A |
| On-the-Spot-Cash Award (OTS) | N/A | N/A |
| Commander's Award for Public Service | 8455011774953 | DA Form 5231 |
| Outstanding Civilian Service Award | 8455011870127 | DA Form 7017 |

Award approving authorities are responsible for providing award certificates and appropriate medals. Certificates may be requisitioned through normal forms supply points. Medals will be procured through the unit supply system. Monetary award approving official will ensure that they do not exceed their civilian award budget. The approving official for monetary awards MUST be at a level higher than the nominating individual. The only exception is that the region and brigade commander may nominate and approve monetary awards for members of their staff.